JOB DESCRIPTION

TITLE: Local Authority Research Practitioner

POST REF NO: PREF105618

DEPARTMENT: Chief Executive's

DIVISION: Citizen Engagement Services

RESPONSIBLE TO: Head of Policy, Strategy and Partnerships

GRADE: M3

PURPOSE OF THE POST:

This role offers an exciting opportunity to join the council's Strategy and Policy team, a dynamic team that sits at the heart of Luton's long-term ambitions. The team exists to facilitate the whole system to deliver towards our town wide vision for Luton to be a place where no one lives in poverty and everyone can thrive.

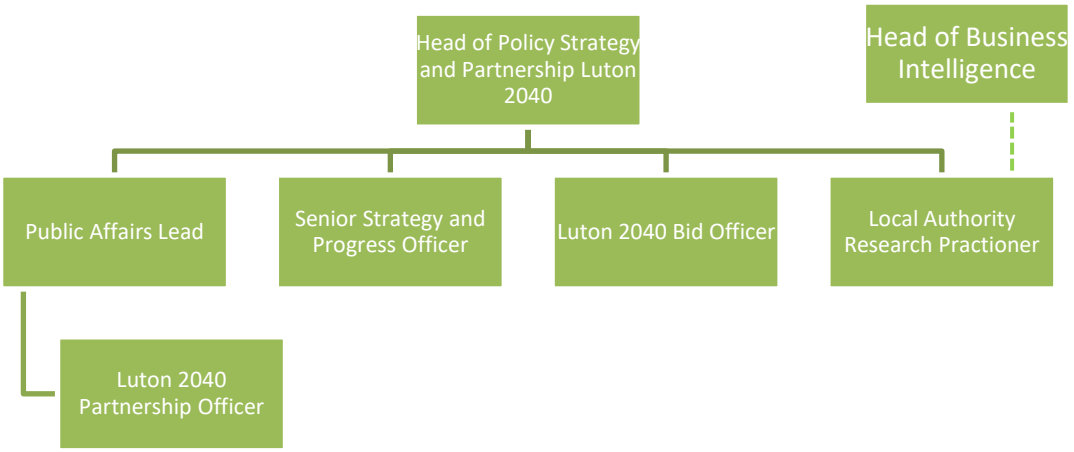
To aid this, Luton Borough Council is committed to becoming a learning-driven, insight-led organisation that uses research to shape strategic and daily decisions. The Local Authority Research Practitioner will play an integral role within the team by helping the organisation to improve the lives of our residents by embedding a deeper understanding of their needs into how we plan, deliver and evaluate services, improving our ability to tackle the main drivers of poverty in the town.

For more information about the Strategy and Policy team please see the Luton 2040 Team Overview.

WHO ARE WE LOOKING FOR?

We are looking for a strategic thinker with exceptional analytical and written communications skills who wants to use their abilities to create systemic change that will improve the lives of vulnerable people across Luton.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES: **%**

1. Develop mechanisms that enable council officers to **utilise existing research to aid decision making**. This includes data gathered from community meetings such as the Fairness Taskforce, Let's Talk ward meetings and our School Council events and key stakeholders including the Integrated Care Board and Bedfordshire and Luton Community Foundation. 20

2. Provide advice to council strategy owners on how to **develop inclusive needs assessments** as part of the strategic planning process and work with the Senior Strategy and Progress Officer to help decision makers translate findings into strategic decisions and delivery plans 20

3. **Develop and deliver evidence-led decision-making training** that embeds public and community partnership principles of inclusive, community-informed research. 15

4. **Attend networks** that support our ambitions to become an evidence lead organisation including the Local Authority Research Practitioner and PHEL Network and **work with our University partner**s to ensure that research which is commissioned is necessary and useful. 15

5. Work with the Business Intelligence and Public Health teams to **support the development of the council's Intelligence Board** helping colleagues to identify gaps in our understanding of need, prioritise further lines of enquiry and develop an ethics framework for primary research. 10

6. **Support the work of the wider 2040 team,** contributing to the team's role as secretariate for the Luton 2040 system, in particular, by ensuring our plans and policies are evidence lead and identifying lines of enquiry that aid effective decision making. 10

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

PHYSICAL EFFORT:

N/A

WORKING ENVIRONMENT:

For agile working purposes, this post is designated as “Office Worker – Flexible” which means the post holder will be based in the same office for a large proportion of their time but have the ability to work from other bases or from home on occasion.

PERSON SPECIFICATION:

Essential (E) :- without which candidate would be rejected
Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	**Essential**	**How Measured**	**Desirable**	**How Measured**
Experience	Strong experience in research and a good understanding of research processes and practices, particularly how they relate to public health and local authorities. Experience of using research to develop needs analysis that informs intelligent decision making, policy and/or practice. Experience of partnership working and influencing both internal and external partners to make changes that improve outcomes.	1,2 1,2 1,2	Experience of developing and implementing training and/or workforce development programmes.	
Skills/Abilities	Strong, research, analysis and data management skills, able to identify relevant lines of enquiry and manage and interpret large sets of complex information, seeing trends, drawing conclusions and communicating these effectively to others. Strong ability to work closely with senior officers to influence changes in their practice, cultures and structures to support the use of evidence, data and research to inform decision making.	1,2 1,2		

	Excellent interpersonal skills, ability to develop effective relationships with staff in partners organisations and other stakeholders. Strong teamwork skills, able to communicate well and flex around the needs and strengths of others to deliver impressive outcomes together. Experience of conducting meaningful research that is accessible for diverse communities to participate in. Experience of managing a range of activities and/or workloads, achieving objectives and working to deadlines	1,2 1,2 1,2 1,2		
Equality Issues	Knowledge and understanding of the Luton context, relevant equality issues and legislation, and demonstratable experience of embedding inclusive practice into service delivery.	1,2		
Specialist Knowledge	Understanding of the principles and practices of research and data governance, and how these can be strengthened across Luton Council. Knowledge of public health, health inequalities and the wider determinants of health.	1,2		
Education and Training	Educated to degree level with specialist knowledge in research techniques and analysis.	1,2	Qualification in the use of research in health/public health settings. Verifiable evidence of continuing professional development.	1,2
Other Requirements	Able to attend evening meetings and site meetings within the Borough and beyond (weekly)	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post and are keen to hear from people who want to explore job share or flexible working options.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- Equality, Diversity and Inclusion

- Health and Safety
- Data Protection Act (2018) and General Data Protection Regulaton (2018).